

APPENDIX E

PROCEDURES FOR REQUESTING INCREASED MINIMUM RATES
(Hourly Paid Employees)

A, Requests shall be submitted to the DoD Wage Fixing Authority. such requests shall be coordinated by the DoD Wage Fixing Authority with DoD Components at the Headquarters level. (Note: Components may require that recommendations for revised minimum or special rates have prior approval at the command and Headquarters level before being submitted to the DoD Wage Fixing Authority.)

B. Requests shall contain the following information:

1. Identification of the occupation by title, series, and grade.
2. The recommended rates showing both the proposed minimum and the proposed range of rates.
3. The areas of locations for which the rates are recommended.
4. The number of positions that will be affected.
- 5* The number of current vacancies that would be filled immediately if an adequate supply of eligibles were available. Specify the length of time the activity has been trying to fill each of these vacancies.
6. The approximate number of additional vacancies anticipated in the next 12 months.
7. The voluntary quit rate (excluding retirements).
8. The number of acceptances received in proportion to job offers.
9. The estimated additional annual salary cost to the activity that would result from approval of the proposed rates.
10. Any additional information demonstrating the need for increase minimum rates.